

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SHERIFF & COMMUNICATIONS

DATE: MARCH 22, 2007

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS BENTLEY	SHERIFF CLEVELAND
O'CONNOR	JOAN PARSONS, COMMISSIONER OF ADMINISTRATIVE &
MASON	FISCAL SERVICES
HASKELL	JOAN SADY, CLERK
STEC	SUPERVISORS CAIMANO
COMMITTEE MEMBERS ABSENT:	KENNY
SUPERVISORS VANNESS	TODD LUNT, DIRECTOR OF HUMAN RESOURCES
BELDEN	HAL PAYNE, ADMINISTRATOR - THE WESTMOUNT
	HEALTH FACILITY
	AMANDA ALLEN, LEGISLATIVE OFFICE SPECIALIST

Mr. Bentley called the meeting of the Sheriff & Communications Committee to order at 9:30 a.m.

Motion was made by Mr. Stec, seconded by Mr. Mason and carried unanimously to approve the minutes of the February 22nd meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Larry Cleveland, Sheriff, who distributed copies of his agenda to the Committee members; *a copy is on file with the minutes.*

Agenda item number one, Sheriff Cleveland explained, was a request for a new contract with Source Technologies, LLC for providing the means to collect, disburse and account for funds used by inmates through the existing Kiosk system. He reminded the Committee that a contract with Swanson Food Services had been approved in a prior meeting to provide commissary items to the Kiosks. Sheriff Cleveland advised that further review of the Swanson Food Services Contract had revealed a requirement to procure a contract with a banking institution, Source Technologies, LLC, to account for the funds associated with the Kiosk system. He noted that this contract entailed no costs to the County.

Motion was made by Mr. Haskell, seconded by Mr. O'Connor and carried unanimously to authorize a contract with Source Technologies, LLC for providing the means to collect, disburse and account for funds used by inmates through the existing Kiosk system, at no cost to the County. The necessary resolution was authorized for the April 20th Board meeting and a copy of the request is on file with the minutes.

Sheriff Cleveland stated that the second agenda item was a request to authorize out-of-state travel for two employees to attend the annual New World Systems Conference in Baltimore, MD on May 20th through May 22nd, at a cost of \$895 per person plus airfare, which was approximately \$235 for

both employees round trip.

Mr. Caimano asked if the costs of this trip had been included in the 2007 Budget and Sheriff Cleveland replied affirmatively. He added that this was one of the two trips for which the Sheriff's Department budgeted funds each year.

Mr. Haskell asked what the New World Systems Conference pertained to and Sheriff Cleveland advised that the New World System was computer software used for budgeting, payroll and other such financial procedures as well as the Sheriff Office's dispatch and records management systems.

Motion was made by Mr. Mason, seconded by Mr. Haskell and carried unanimously to approve the request for out-of-state travel as outlined above and the necessary resolution was authorized for the April 20th Board meeting. *A copy of the request is on file with the minutes.*

Sheriff Cleveland apprised that the third agenda item referenced a pending resolution request to authorize a contract for generator maintenance. He noted that he had intended to discuss the specifics of the lowest bid received at that meeting; however, upon opening the bids, Sheriff Cleveland stated that they had noticed a mistake in the bid specifications. Because the bid amounts had not been released to the public, Sheriff Cleveland advised that Julie Pacyna, Purchasing Agent, had released a second RFP (Request for Proposal) with the correct bid specifications. He said that the bid opening was scheduled for April 6th and if the Committee had no objection he would like to present the specifics of the lowest bid for approval at the Finance Committee meeting on April 11th. Sheriff Cleveland noted that the current generator maintenance contract would expire on April 30th and he would need approval of the contract at the Finance Committee meeting on April 11th, so there would be no lapse in coverage.

Motion was made by Mr. Haskell, seconded by Mr. O'Connor and carried unanimously to authorize Sheriff Cleveland to present the request for new contract for generator maintenance, subsequent to the April 6th bid opening, at the April 11th Finance Committee meeting, pending approval of the bid by the County Attorney.

Agenda item number four, Sheriff Cleveland advised, pertained to a letter received from the Warrensburg Town Board which requested the addition of a Sheriff's Station within the Town of Warrensburg. He noted that a station had been located there previously but had been closed due to increased costs and lack of manpower; however, he said, the Sheriff's Office had no objection to the Town's request. Sheriff Cleveland apprised that although the Town would be responsible for locating and funding housing for the Sheriff Station, the telephone and fiber optic costs would be the County's responsibility. Sheriff Cleveland stated that due to extensive costs, the Warrensburg Station would not be a full arresting station, such as the Chestertown and Lake George Stations, but would represent a law enforcement presence. He noted that funding for the minimal telephone and fiber optic costs were available within the existing Budget.

Mr. Mason asked if the Station proposed for the Town of Warrensburg would be similar to the contractual services intended for the Village of Lake George and Sheriff Cleveland replied that they would not. He explained that the contractual agreement with the Village of Lake George incorporated charges for the patrol services, whereas a Station in the Town of Warrensburg would not include a contract nor the need for any additional staff. Sheriff Cleveland added that staff and vehicles would be reallocated from other platoons to facilitate the additional station. Mr. Haskell said that he was in favor of the addition, while conversely, Mr. Kenny stated that he was not because of the precedence that would be set by the addition. Mr. Kenny noted that if the allowance were made for the Town of Warrensburg, any Town wanting a Sheriff's Station within their limits could simply find suitable space and expect the Sheriff's Office to fill it.

Discussion ensued with respect to the matter.

Sheriff Cleveland apprised that although the Warrensburg Sheriff Station would not be a full arresting Station, it would provide a much quicker response time to areas of northern Warren County, such as the Towns of Stony Creek and Thurman.

Mr. Mason stated that he was agreeable to the addition of a Sheriff's Station in the Town of Warrensburg, assuming that the costs would be no higher than those indicated by Sheriff Cleveland, accounting for telephone and fiber optic utilities. Sheriff Cleveland clarified that he was simply advising the Committee of the Town's request and seeking permission to proceed in researching the absolute costs of the addition, prior to presentation to the Committee for a final decision.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to authorize Sheriff Cleveland to proceed in determining the firm costs and obligations of adding a Sheriff's Station within the Town of Warrensburg.

Returning to the final agenda item, Sheriff Cleveland reminded the Committee that in a prior meeting they had abolished the title of Investigative Sergeant from the Table of Organization. He said that he had been contacted by Richard Kelly, Personnel Officer, who advised that the change would impact the job specifications of four related titles that depended upon this position. By removing the Investigative Sergeant position, Mr. Kelly had advised that extensive changes would have to be made to those remaining positions to correct the situation, Sheriff Cleveland apprised. He said Mr. Kelly had suggested that the easiest solution would be to add the position of Investigative Sergeant back into the Table of Organization as an unfunded position with a \$0.00 salary.

Motion was made by Mr. Stec, seconded by Mr. Mason and carried unanimously to approve the request to re-introduce the position of Investigative Sergeant back into the Table of Organization as an unfunded position with a \$0.00 salary and refer same to the Personnel Committee.

Mr. Caimano suggested that prior to the Personnel Committee meeting, a letter should be requested

from Mr. Kelly to substantiate the request and Sheriff Cleveland advised that he would contact Mr. Kelly with this request.

In closing, Sheriff Cleveland noted that two Basketball teams scheduled to play at the Glens Falls Civic Center the following weekend, were involved in a brawl at the Madison Square Garden recently. He said that in anticipation of another such occurrence, the City of Glens Falls Police Chief had contacted the Sheriff's Office to request additional manpower at the Civic Center event. Sheriff Cleveland advised that the same request had been made of the New York State Police.

Discussion ensued.

As there was no further business to come before the Committee, on motion made by Mr. Stec and seconded by Mr. Mason, Mr. Bentley adjourned the meeting at 9:52 a.m.

Respectfully Submitted,
Amanda Allen, Legislative Office Specialist